



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP
CONNECTION 100 WITHERSPOON
STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
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www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID _____

Ministry Name First Presbyterian Church of Granada Hills

Mailing Address 10400 Zelzah Ave

City Northridge State CA Zip Code 91326

Telephone Number 818.360.1831 Fax Number 818.366.7561

Email pnc@fpcgh.org

Web site fpcgh.org

Congregation or Organization Size (Select one)

- Under 100 members
- 101 - 250 members
- 251 - 400 members
- 401 - 650 members
- 651 - 1000 members
- 1001 - 1500 members
- More than 1500 members
- N/A

Average Worship Attendance 331 (3 year average)



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
2 - 5 years	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) _____

***Employment Status**

Full Time Part Time Open to Either
 Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? No Yes

(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes No

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training _____	Interim Executive Presbyter Training _____
Certified Christian Educator _____	Certified Business Administrator _____
Certified Conflict Mediator _____	Clinical Pastoral Education Training _____
Other _____	

Language Requirements

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Korean	French
<input type="checkbox"/> Spanish	<input type="checkbox"/> Creole	Portuguese
<input type="checkbox"/> Arabic	<input type="checkbox"/> Swahili	Burmese Thai
<input type="checkbox"/> Armenian	<input type="checkbox"/> Laotian	
<input type="checkbox"/> Japanese		
<input type="checkbox"/> Russian		
<input type="checkbox"/> Cambodian		
<input type="checkbox"/> Indonesian		
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Taiwanese		
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Other

Statement of Faith Required Yes No

Mission Statement



What is your congregation's or organization's Mission Statement?

First Pres is a place to connect to God through worship and the Word to Jesus' call to discipleship and service to a spirit-filled community.



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.

FPCGH serves the suburban communities of the northwestern San Fernando Valley. We offer a blended and a more contemporary worship service. Both services are streamed and archived through YouTube. Music, a hallmark of our worship, is provided by many excellent musicians, including an organist, choir, acapella choir, children's choir, handbell choir, Worship Band, and soloists.

FPCGH is committed to growing in faith. Ministries for all ages work towards that vision. For younger disciples, we have programs for elementary, middle, and high school children. For adults, we have men, women, and co-ed Bible study and small groups. Separate ministries for women, men, senior singles, young adults, and young families provide events for fellowship.

Serving others is another goal of FPCGH. Deacons play an important role caring for members in their parish boundaries. Mission Ministry supports international, national, and local mission programs. Community Concerns Ministry leads local efforts with a focus on relieving food insecurities, including preparing meals for shelters and for unhoused people, holding food drives for a local university, and selling Handy Handouts for distribution to people on the streets. FPCGH has donated over 2,000 dresses and 500 sanitary pads to Little Dresses for Africa. The Knifty Knitters gather to knit together to make prayer shawls for patients and beanies for Handy Handout bags.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

FPCGH spreads God's light to our community in many ways. One of our priority outreach ministries is Granada Preparatory School, an International Baccalaureate school within a Christian environment, that serves preschool through eighth grade students and their families. Children's Ministry provides opportunities to include our community families. Vacation Bible School held in the early evening as an intergenerational event offers classes from ukulele to robotics. Halloween, Christmas, and Easter events are open to church and community. Mothers of Preschoolers, led by church members, provides support to moms at biweekly gatherings. On July Saturday evenings, FPCGH puts on Jazz in July, a long-established free community event. Various ministries provide fellowship opportunities for all.

The immediate areas around FPCGH are only 35% Caucasian. Since nearly 88% of our congregation is Caucasian, our community is significantly more diverse than our membership. FPCGH is committed to diversifying to better represent our community. We want to explore more community outreach options and continue developing plans for creating a Hispanic Ministry team.



Since God has placed Cal State University Northridge a block from FPCGH, we feel called to revitalize our ministry to college-aged men and women and our presence at CSUN. The children’s and youth ministries have experienced steady declines in participation, so we need to reach out to young families to connect and support our youth.

3. How will this position help you to reach your vision and mission goals?

Although the survey results indicate that 11.8% of the respondents feel that FPCGH should continue as we are, other results indicate the church is ready to re-focus its vision and goals and to be re-energized in pursuit of God’s work.

Survey results indicate FPCGH needs the most improvement in (1) working in the community/volunteering, (2) evangelism, and (3) first impressions. Survey results also indicate that future focus should be on increasing youth, college, and family ministries; increasing diversity; and reinvigorating our ministries. Once the new Head of Staff is in place, they will need to lead the effort in responding to these recommended areas of improvement.

We are looking for someone who can provide strategic leadership. In addition, the Head of Staff needs to be able to manage change, especially as related to actively listening to a variety of opinions, drawing in people of all talents to work together, and being able to successfully develop and carry out a plan of action. The Head of Staff needs to be an able administrator who can manage the church resources including staff, finances, and physical plant.

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

FPCGH has had unique stability in its pastoral leadership providing a strong foundation as we look forward. We are looking for a pastor **to partner with our retiring pastor for a period of no more than six months** to provide seamless transfer of pastoral leadership through introduction to the FPCGH environment, ministries, and people.

In an early exercise, the PNC identified their ideas on the characteristics of the Head of Staff. These included the following:

Great administrator/leader	Does not get into politics
Able to give strong Biblically-based sermons	Strong people skills
Genuine	Consensus builder
Energetic	Communicates effectively
Always has time for you	Catalyst for change



Always involved	

Survey results reinforced the PNC’s early thoughts, as well as indicated the congregation preferences. Preaching/worship leadership is a critical skill of importance to a majority of the respondents, along with pastoral care and strategic leadership. Visionary and growth oriented is a key leadership area, with people-oriented and ability to manage change also highly important. The highest rated characteristics included: ability to inspire teamwork, good communicator, relationship builder, motivator, spiritually mature and growing in spiritual maturity, compassionate, and bridge builder. The respondents also want to see a pastor who is willing to engage in social and spiritual issues.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

The specific responsibilities of the head of staff are outlined below. Currently, FPCGH is initiating the process for calling a designated associate pastor. In addition, Christina Chambers is willing to continue as parish associate to provide support and continuity.

Primary responsibilities

Staff administrator	Session moderator
Preaching at least 75% of sermons	Session commission oversight
Training lay leaders	Hospital calls
Presence at Granada Preparatory School	Presbytery involvement
Weddings/funerals/baptisms	Liaison between Session, Staff, and the congregation

Shared responsibilities with the Associate Pastor for support and encouragement of the following activities.

Adult education classes	Scouts
Crisis support	All church retreat
New member/communicant classes	Ministries (other than those specified under Working Relationships)

Working relationships



The Head of Staff shall be a direct resource through support and attendance of the following Commissions/Committees.

Finance	Personnel
Church nominating committees	Granada Preparatory School
Property	Worship

Pastoral activities

The Head of Staff shall have primary responsibility for the following pastoral activities.

Corporate worship	Administration of sacraments
Proclamation of the Word	Administrative leadership
Stewardship and commitment programs	Teaching
Conducting regular staff meetings	Equipping the laity
Moderate Session/Congregational meetings	

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)



Optional Links

First Pres website: <https://fpcgh.org>

PNC survey: <https://fpcgh.org/pnc>

Mission Study: <https://fpcgh.org/pnc>

Granada Preparatory School: <https://gpschool.org>



***LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER		
	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION		
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



ORGANIZATIONAL LEADERSHIP

	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	X	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.		Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
X	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the		



strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT		
X	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	X Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum **Effective** Salary \$100,000 _____ Maximum **Effective** Salary _____

Housing Type _____ Manse
 _____ Housing Allowance
 _____ Open To Either (Manse or Housing Allowance)
 _____ Not Applicable (*For Non-pastoral Positions Only*)



***EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Rev. Dr. Mike Harbert

Address 1210 N. Chester Ave. Pasadena, CA 91104

Phone Numbers 831.915.44.13

Relation Presbytery staff; COM liaison to PNC

E-mail mharbert@sfpresby.org

Name Jennifer Gunther

Address 11962 Cameo Place Granada Hills, CA 91344

Phone Numbers (310) 804-9573

Relation Former Associate Pastor

E-mail Jennifer.M.Gunther@gmail.com



Name _____
Phone Numbers _____
Relation _____
E-mail _____

***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Henson Dial
Address 17330 Cagney St
City Granada Hills State CA Zip Code 91344
Preferred Phone 818.900.8320
Alternate Phone 818.368.1790
E-mail Address for PNC Communications (required): hdial@socal.rr.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature

